



Quarterly Call

Department of the Navy Awards Review Panel Support Staff Incentive Awards Program Information

SUMMER ISSUE

Found online at <http://www.dasnhroc/ses.html>

Calendar Year 1999

ANNUAL SCHEDULE FOR AWARDS NOMINATIONS SUBMITTED TO THE DARP VIA ODASN(CP/EEO) DP6

<u>Date to Sponsor</u>	<u>Date to DP6</u>	<u>Award Title</u>
1 Apr	1 Mar	Eugene G. Fubini Award (DOD)
1 Apr	1 Mar	William A. Jump Memorial Award
30 Apr	1 Apr	DOD Distinguished Civilian Service Award
***	***	Senior Executives Association/Professional Development League "Executive Excellence Awards"
1 Aug	1 Jul	Outstanding DON Employee with Disabilities
1 Sep	1 Aug	GEICO Public Service Awards
1 Nov	1 Oct	Federal Executive Institute Alumni Association "Executive of the Year Award"
8 Dec	1 Nov	Roger W. Jones Award for Executive Leadership
12 Dec	1 Nov	Joint Financial Management Improvement Program "Donald L. Scantlebury Award"
15 Jan	15 Dec	Women in Science and Engineering (WISE) Awards
19 Feb	29 Jan	Arthur S. Flemming Award

Command-level awards administrators must assure that nominations for the above-listed awards reach the Department of the Navy Awards Review Panel (DARP) support staff in the Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity) (DP6) by the date listed above to allow time for DARP review, preparation and signature of nomination transmittal documents, and submission in time to meet the deadline date(s) established by the respective sponsors. Use last year's background information and brochures if necessary, as there are seldom major changes in either the format or the criteria of these awards from year to year.

Award announcements included in this issue...

- ✓ *Outstanding DON Employee with Disabilities*
- ✓ *GEICO Public Service Awards*

Read OPM's Workforce Performance Bulletin at <http://www.opm.gov/perform>

Award Nominations That May be Submitted At Any Time During the Year

Command level awards administrators are reminded that nominations for the awards listed below must be reviewed by the Department of the Navy Awards Review Panel (DARP). These award nominations may be submitted *at any time* during the year. It is recommended that outstanding individuals who qualify for any of these awards be nominated as soon as possible after they become eligible. Please remind your local award review board and reviewing officials that these are not retirement or end of tour awards.

- ◆ DON DISTINGUISHED CIVILIAN SERVICE AWARD (DCSA)
- ◆ DON DISTINGUISHED PUBLIC SERVICE AWARD (DPSA)
- ◆ DON DISTINGUISHED ACHIEVEMENT IN SCIENCE AWARD (DASA)
- ◆ DON SUPERIOR PUBLIC SERVICE AWARD (SPSA) (only if SECNAV signature is being requested; if not, DARP review is NOT required)
- ◆ INVENTION AWARDS (over \$7,500 per individual)
- ◆ PATENT AWARDS (over \$7,500 per individual)
- ◆ SPECIAL ACT/SERVICE AWARDS (over \$7,500 per individual)*[exception: SES – over \$4,500]*
- ◆ SUGGESTION AWARDS (over \$7,500 per individual)
- ◆ MILITARY CASH AWARDS PROGRAM (MILCAP) (over \$7,500 per individual)
- ◆ DEPARTMENT OF DEFENSE DISTINGUISHED CIVILIAN SERVICE AWARD
- ◆ SECRETARY OF DEFENSE MERITORIOUS CIVILIAN SERVICE AWARD
- ◆ DOD DISTINGUISHED PUBLIC SERVICE

AWARD

- ◆ SECRETARY OF DEFENSE AWARD FOR OUTSTANDING PUBLIC SERVICE
- ◆ PRESIDENT’S AWARD FOR DISTINGUISHED FEDERAL CIVILIAN SERVICE
- ◆ PRESIDENTIAL MEDAL OF FREEDOM
- ◆ PRESIDENTIAL CITIZEN’S MEDAL
- ◆ NATIONAL SECURITY MEDAL

Submitting Nominations To The DARP



Any award nomination that requires DARP review and recommendation should be addressed to the Secretary of the Navy, **via** the Department of the Navy Awards Review Panel, and forwarded to:

DARP Executive Secretary
Office of the Deputy Assistant
Secretary of the Navy (CP/EEO)
(Code DP6)
800 North Quincy Street
Arlington, VA 22203-1998

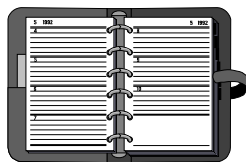
Original and nine copies of the nomination package are required. Also, it is extremely helpful if the citation is provided on disk or sent to Judge Talbot as an e-mail attachment (Judge_Talbot@dasnhroc.navy.mil).

Activities nominating personnel for the Distinguished Civilian Service Award and Distinguished Public Service Award *must* send the package via their echelon 1 or 2 command for *favorable* endorsement. All endorsement letters **MUST** contain the name of the individual(s) being nominated and favorably concur in the nomination of the award at the requested level.

DARP meetings are held sporadically whenever there are a sufficient number of awards for review to justify calling the nine Senior Executives on the

DARP together. The DARP support staff provides each member of the DARP with copies of all nominations approximately one week before each meeting. This is done to ensure that all DARP members have time to carefully review the nominations *before* the meeting. Awards coordinators are welcome to call the DARP support staff at any time to determine the date of the next meeting. Contacts and their phone numbers are listed below.

DARP Meeting Schedule



The DARP meeting will be scheduled during the **week of 19 July** to review the nominations for the Outstanding Navy Employee with Disabilities Award and any other award nominations.

Awards Contacts List

Please keep the following list handy to consult when you have questions regarding major awards:

Navy policy on incentive and performance awards

Ms. Ann Marie Khinoo ODASN(CP/EEO)DP2
Program Development and Direction Division
(703) 696-0398 DSN 426-0398
FAX (703) 696-6292

Navy Suggestion Program Coordinator

Ms. Danita Bearden ODASN(CP/EEO)DP2
Program Development and Direction Division
(703) 696-9273 DSN 426-8470
FAX (703) 696-6292

Major Navy awards and outside awards requiring DARP review

Mrs. Judy Talbot ODASN(CP/EEO)DP6
Executive Personnel & Leadership Development Division
(703) 696-8362 DSN 426-8362
FAX (703) 696-3838

Awards Coordinators (Echelon I & II)

Quarterly Call

Debra Haynes, CNO, (703) 695-8784
Ruchar Webb, Marine Corps, (703) 784-9381
Maria Gay, NAVSEA, (703) 607-1402
Helen Henderson, NAVSEA, (703) 602-3830
Joy Bird, NAVFAC, (202) 685-9103
Joyce St. Clair, SPAWAR, (619) 537-0219
Amanda Pezzotti, NAVSUP, (717) 605-1818
Kay Johnson, CINCLANTFLT, (757) 564-6444
Lori Jackson, CINCPACFLT, (808) 471-4872

Preparation of Citations for Navy Honorary Awards

Citations are required to be part of the nomination package for most of the top Navy honorary awards.

Citations must not exceed one page, double-spaced; this is necessary to ensure that they will fit onto the certificates. Citations, which are too long, are subject to either return to the initiating office for rewrite, or in some cases where time is a critical factor, may be rewritten by the DARP staff without consultation with the nominating office.

Some rules to follow when preparing a citation:

- Always provide the recipients name exactly as it should appear on the certificate
- Generally, titles may be used, but Mr., Mrs., or Miss are NOT included.
- On the first line, indent five spaces and start the citation with the word “For...”
- Do NOT use terms inappropriate to the award; for example if the award is a *superior* level award, do NOT use the term “distinguished” or “meritorious” in the citation.
- Dates of the service being recognized should be used; use only months and years, not days.
- Acronyms are generally discouraged unless necessary for clarity or necessary shortening of the citation.
- At the end of the citation, the term “Department of the Navy” should be used for civilian awards instead of U. S. Navy or naval service.

Citations will appear on the award certificates for

the following awards: *Distinguished Civilian Service, Distinguished Public Service, Distinguished Achievement in Science, Superior Public Service, and Meritorious Public Service awards.*

Citations do NOT appear on the Superior Civilian Service and Meritorious Civilian Service award certificates. *Please provide citations on disk in Word or ASCII text.*

FORMAT FOR NOMINATING CANDIDATES FOR DON AWARDS REQUIRING APPROVAL BY THE SECRETARY OF THE NAVY

I. Brief resume not to exceed one page limited to the following data:

- A. NOMINEE'S NAME, POSITION TITLE, SERIES AND GRADE, AND EMPLOYING ACTIVITY:
- B. DESCRIPTION OF NOMINEE'S CURRENT JOB RESPONSIBILITIES:
- C. CAREER HISTORY(include dates and position title):
- D. EDUCATION:
- E. PUBLISHED PAPERS, ARTICLES OR BOOKS; INVENTIONS; PARTICIPATION IN PROFESSIONAL AND CIVIC ORGANIZATIONS:
- F. AWARDS AND HONORS: Important to list all recognition; especially with distinguished-level nominations. Difficult to justify "distinguished" if meritorious or superior not received previously.

II. Narrative justification for the award not to exceed two pages and includes:

- Area(s) of achievement upon which the nomination is based.
- Scope and importance of mission, function, service, or task affected.
- Extent of ingenuity, innovation, or dedication demonstrating initiatives which exceeded job responsibilities.
- Results achieved, including benefits to the Government and impact on the organization.
- Recommended amount of award (if appropriate).

III. Citation to appear on the certificate which must include:

- Nominee's name exactly as it should appear on the certificate;
- "From and To" dates for period of award
- Use third person reference (*Mr./Mrs. And he/she*)
- Not more than one typed page, double spaced
- Provide on disk or send as Word file attachment to e-mail

GEICO Public Service Awards

Award: A \$2,500 cash award, an all expense paid trip to Washington DC, for the winner and spouse, and a commemorative plaque will be presented to four active federal employees for their special achievements and contribution to the public good.

One award will be made to each of the four active federal employees for outstanding achievements in one of the following areas:

- Substance Abuse Prevention and Treatment
- Fire Prevention and Safety
- Physical Rehabilitation
- Traffic Safety and Accident Prevention

In addition, one retired federal employee will be honored for contributions made since retirement in one of the four fields.

Eligibility: All career civil service employees are eligible, including employees of the Library of Congress, the General Accounting Office, the Office of the Architect of the Capital, the Government Printing Office, the Administrative Office of the U.S. Courts, the Smithsonian Institution and the Botanic Garden.

Through established nomination and selection procedures for incentive awards, each federal department, independent agency or office in the Executive Branch should identify employees who have provided outstanding service to the public or otherwise contributed noteworthy achievements in the fields recognized by the GEICO Public Service Awards.

Nominees will be judged principally on the impact of their work related or non-work related contributions and the extent to which they have served as an inspiration to others and brought credit to the federal service. For each employee entered for consideration, the respective organization should prepare the following supportive material:

- Name, title, grade, organization, address including zip code, phone # and a brief biographical sketch to include education, employment history and family.
- Description of the specific achievement or service which would qualify the employee for the award.
- Name and phone # of the individual to contact for further information.
- Cover letter from the department or agency head or designee endorsing the nomination.

This material must be submitted in one package, two to three pages per nomination, and forwarded to the DARF by 1 August 1999.

Outstanding Department of the Navy Employee with Disabilities

This award recognized and publicizes the contributions and achievements made by physically and mentally disabled Department of the Navy (DON) employees.

Criteria: To be considered, nominees must:

- Demonstrate job performance clearly exceeding requirements in spite of severely limited physical and/or mental disabilities.
- Exhibit courage and initiative in overcoming disabilities.
- Must be a Federal employee and meet the definition stated in 5 U.S.C. Para. 2105.

Nomination: Activities and offices must forward nominations through their chain of command. Echelon 1 and 2 commands should review the nominations, considering both the criteria listed above and other factors such as the nominee's assistance and encouragement to other disabled persons, receipt of prior recognition, and participation in outside activities. Forward only the best of the nominees to the DARP.

Forward an original and three copies of each nomination package to the Diversity and Quality of Work Life Division, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity) (DP4) (Attn Henry Ford), 800 North Quincy Street, Arlington, VA 22203-1998. Nominations must be received in DP4 by 1 July 1999.

The following information should be provided in each nomination package:

A narrative justification covering job performance and examples of courage and initiative demonstrated which served as an inspiration to others.

Identification details (preferably in the following format to assist the screening committees and the DARP in the review of the nominations.)

- Position title, series, and grade, organizational unit, division or section, employing activity, and major command;
- City and state where employed;
- Total years of Federal service;
- Length of service with current employing office and in present position
- Work experience other than Federal employment;
- Educational background;
- Description of disability(ies), activity recognition, community service, if not fully covered in narrative;
- Any other information which may be relevant and helpful to DARP when making their selection.

Ten photographs of the nominee at work; only three original 8 X 10" photographs, either black and white or color; photocopies may be used for the remaining seven required for packages.

A release signed by the nominee, which authorizes use of the photograph(s) and the information in the nomination package. These items may be used for program promotion, preparation of ceremony programs, and other publicity uses.

Certificate and Medal Set

Ordering Information

Available in the stock system:

- ✓ **Career Service Certificates**, stock number: 0104-LF-002-9500
- ✓ **Certificates of Retirement**, stock number: 0104-LF-002-9600
- ✓ **Meritorious Civilian Service Award Certificate**, NAVSO-12450/38, 0104-LF-004-5000
- ✓ **Meritorious Public Service Award Certificate**, NAVSO 5061/4, 0104-LF-010-9800
- ✓ **Superior Civilian Service Award Certificate**, NAVSO-12450/37, 0104-LF-000-7200
- ✓ **DON Meritorious Civilian Service Medal**, stock number: 8455-010890015
- ✓ **DON Superior Civilian Service Medal**, stock number: 8455-004029724

***Special Thanks to Joyce St. Clair,
Awards Coordinator at SPAWAR!***

She was able to answer the Question of the Quarter, "where do you order length of service pins????"

Answer - GSA catalogue, page 108.

8455-01-170-0918 - 10-year Pin

8455-01-254-7985 - 15-year Pin

8455-01-169-8225 - 20-year Pin

8455-01-254-7986 - 25-year Pin

8455-01-169-8226 - 30-year Pin

8455-01-254-7987 - 35-year Pin

8455-01-169-8227 - 40-year Pin

Purchase 50-year Pins as off-stock items, FS Schedule 99, Part 6, Section 8 (Call Susie Fuller 817-978-8669)

Civilian Service Medal is a "theater" medal established to recognize the contributions and accomplishments of the Department of Defense civilian workforce in directly supporting the military forces, whose members are engaged in military operations of a prolonged peacekeeping or humanitarian nature. The medal recognizes the importance DoD places on the service of its civilian workforce to military operations.

The eligibility requirements for award of the AFCSM are: civilian employees of the DoD who, after June 1, 1992 to a date to be determined, participate in direct support of a U.S. military operation for which military personnel have been awarded the Armed Forces Service Medal. Employees must be engaged in direct support for 30 consecutive days in the area of eligibility (or for the full period when an operation is of less than 30 days duration) in a military operation awarded the AFSM or for 60 non-consecutive days in a ASFM operation provided this support involves the employee entering the area(s) of eligibility.

The Secretary of the Navy has delegated approval authority to Echelon 1 and 2 levels. The medals are available through the federal supply system. The stock number is 8455-01-452-5330 and cost \$2.50.

Awards Approved By DARP Since The Last "Quarterly Call"

Distinguished Civilian Service Award

Willard Buster Jones, Jr., Weapons Systems Program Manager at the Fitting Out and Supply Support Assistance Center in Norfolk, Virginia.

Shelby "Jeannie" Kirk, DON Awards and Special Projects Branch, Chief of Naval Operations

John A. A. Way, Deputy Commander and Technical Director, AEGIS Technical Representative, Morristown, NJ.

New Medal Available for Civilians

The Armed Forces



SECNAV - Directed Awards

Distinguished Civilian Service Award to **Dr. Karl Lamb**, Professor U.S. Naval Academy.

Distinguished Public Service Award

William L. Horan, private citizen, sponsored by U.S. Marine Corps Recruiting Command, Lake County, FL and Headquarters Marine Corps.

Roger W. Jones Award for Executive Leadership

American University's School of Public Affairs has selected **Dr. John E. Sirmalis**, Technical Director, Naval Undersea Warfare Center, Newport, RI as the 1999 recipient of the **Roger W. Jones Award**. The award, a bronze plaque and citation, will be presented at a special ceremony to be held on the campus of the American University in the fall of 1999.

Dr. Sirmalis was selected from among those federal career executives who have made a difference by demonstrating superior leadership which resulted in outstanding organizational achievement, and strong commitment to the effective continuity of government by successfully bringing about the development of managers and executives.



1998 Presidential Rank Award Recipients Recognized

Each year, our Government recognizes and celebrates a small group of career Senior Executives with the Presidential Rank Award. The Presidential Rank Award winners have demonstrated their ability to lead a Government that delivers great service, fosters partnerships and community solutions to achieve results, and continuously pushes itself to get the job done more effectively and efficiently.

There are two categories of awards, Distinguished Executives and Meritorious Executives. Award winners are chosen through a rigorous selection process which includes nomination by their agency heads, evaluation by boards of private citizens, and approval by the President. The evaluation criteria focuses on the executive's leadership in producing results.

On April 29, 1999, Vice President Al Gore and OPM Director Janice Lachance congratulated the 1998 Distinguished Executives in a recognition event at the Old Executive Office Building.

Department of the Navy Distinguished Executives for 1998

Irving N. Blickstein	CNO
Herbert Lee Dixon, Jr.	MARCORPS
Robert P. Draim	NAVSEA
Dr. Thomas G. Giallorenzi	ONR
Michael C. Hammes	ASN(RD&A)
Fred A. Phelps	OGC

A complete listing and biographies of the 1998 Distinguished and Meritorious Executives can be viewed at

<http://www.opm.gov/awards/rank/start.htm>

PRODUCED BY THE
DEPARTMENT OF THE NAVY AWARDS REVIEW PANEL
SUPPORT STAFF
Address correspondence to:
OFFICE OF THE DEPUTY ASSISTANT SECRETARY OF
THE NAVY (CP/EEO)
EXECUTIVE PERSONNEL & LEADERSHIP
DEVELOPMENT DIVISION (DP6)
800 NORTH QUINCY STREET
ARLINGTON, VA 22203-1998
(703) 696-5165